

Washburn City Commission Meeting
August 10, 2015 6:30 pm

The Washburn City Commission met on Monday, August 10th, 2015 at 6:30 pm in the Washburn City Hall. The following Commissioners were present: Jacobson, Baumann, Thomas and Moran, Commissioners Absent: none

Commissioner Thomas called the meeting to order.

Commissioner Moran motioned to approve the minutes from the June 2015 meeting and Thomas seconded. Discussion, none. Roll call: all in favor, motion carried.

Commissioner Moran motioned to approve the minutes from the July 2015 meeting and Baumann seconded. Discussion, none. Roll call: all in favor, motion carried.

Commissioner Moran motioned to approve the financials for July 2015 and Jacobson seconded. Discussion, none. Roll call: all in favor, motion carried.

Commissioner Thomas motioned to approve the Pledge of Securities from Farmers Security Bank and Moran seconded. Discussion, none. Roll call: all in favor, motion carried.

Commissioner Baumann motioned to sell the old lumberyard lots with a minimum bid of \$20,000 and Moran seconded. Discussion: Lindell Law Office will handle the sale and it will be scheduled in September. He also explained that all bids are sealed and anyone is able to put in a bid. Roll call: all in favor, motion carried.

The City received (2) bids for the removal of trees in different areas around town. Thomas motioned to award the contract to Charlie Hoffer for the bid price of \$6,750.00, a completion time of (3) weeks and the condition that he supply the city a copy of a current contractor's license and insurance. Seconded by Moran. Discussion: none. Roll call: all in favor, motion carried.

Teresa Madsen requested the city to address the condition of the home at 414 Main Avenue. She cited that the home has been vacant for over a year and has had water issues in the basement. As the only close neighbor, she has concerns about animals being drawn to the home due to its current condition. Zimmerman will contact First District Health and see what, if any, the options are.

Dave Young, letter of protest for work being done on the sidewalk in front of his home. Mr. Young was not present, it will be listed as a formal protest.

Second reading of Ordinance 128A-1, an amendment to the application process for moving structures into the City of Washburn. Motion to approve Ordinance 128A-1 by Moran and seconded by Baumann. Discussion: none. Roll call: "Aye" Jacobson, Baumann, Moran, Thomas. "Nay", none. Motion carried.

Baumann motioned to approve the 2016 Police Service Contract in the amount of \$147,549.00 and Jacobson seconded. Discussion: Thomas states the City has no choice. Roll call: "Aye" Jacobson, Baumann, Thomas, "Nay", Moran. Motion carried.

Moran motioned to approve the application from Brooke and Travis Strickland to the Washburn Renaissance Zone and Jacobson seconded. Discussion: none. Roll call: all in favor, motion carried.

Moran motioned to approve the application from Kirk and Shanna Vollmuth to the Washburn Renaissance Zone and Jacobson seconded. Discussion: none. Roll call: all in favor, motion carried.

Moran motioned to approve a special liquor license from Captain's Cabin for a motorcycle run benefitting cystic fibrosis on August 22nd, 2015 and Jacobson seconded. Discussion: none. Roll call: all in favor, motion carried.

Thomas motioned to approve a request from Stacy Boeshan to host the Fred 5 Charity 5k which is to be held on September 27, 2015, and Moran seconded. Discussion: none. Roll call: all in favor, motion carried.

Sandy Swanson requesting to be excluded from the commercial sewer rate during the spring months. She is asking to be charged the flat sewer rate as opposed to the step rate since the extra water being drawn is not flowing into the City sewer system. No action taken.

Dakota Sanitation presented a garbage contract proposal for the City of Washburn. The proposal is on file at City Hall.

Noelle Kroll and Andrew Thierolf, KLJ, Engineering, presented information to the Commission on the McLean County Multi-hazard Plan. The plan involves identifying hazards within the City or equipment and mitigate any problems. A few areas mentioned were culverts, water intake, storm sewer along Custer Drive and generators at the Memorial Building and water treatment plant.

Patty Schulz and Mike Leingang presented a Request for Exclusion from Washburn City Limits for property she owns: Township 144 North, Range 82 West and with the legal description of Section 11: SW1/4SE1/4 lying North of US Highway 83 right of way. The property was annexed into the City of Washburn in 1975 and has not been platted nor have any improvements been made to the land or area since its inclusion. Mr. Leingang cited ND Century Code 40-51.2-04 Exclusion by petition of owners and electors. Jacobson voiced concerns that approving their request may open the door for others. Thomas requested to table the request until next month.

Kollin Syverson is requesting the help of the City Commission in resolving insurance issues he is having with Zurich International, the insurance company for street contractor Quam Construction. A number of residents had their basements damaged by sewage on June 2nd and are awaiting payment for damages incurred. He is asking the city to help get more information from the company in regards to how it will be resolved. The representative from Zurich has

repeatedly told residents that they should file claims to their personal homeowners insurance to take care of damages not covered under Quam's contract. Commissioner Baumann suggests having a meeting with everyone involved to determine a plan of action for residents.

Deputy Auditor Sharon Hendrikson gave an update on the Special election scheduled for August 25, 2015. Polls are open 9:00 a.m. to 7:00 p.m. at the Washburn Memorial Building.

Jacobson motioned to approve the transferring of funds from the general fund to the new lodging tax MMDA to cover the \$1,000.00 minimum the bank requires for the account and Moran seconded. Discussion: none. Roll call: all in favor, motion carried.

Thomas motioned to approve bank drafts to be written with one signature during his absence with the approval of (2) Commissioners; the City has a (2) signature check writing system, Baumann seconded. Discussion: none. Roll call: all in favor, motion carried.

Commissioner Baumann volunteered to represent the City of Washburn at the meeting with the State Water Commission August 25th in Bismarck.

Jasper Klein, AE2S Engineering, gave an update to the Commission on the current street project. Contractors continuing to work on sidewalks and curbs, paving will possibly begin by September 1st, 2015; he will keep the City updated.

Commissioner Thomas motioned to have the current sidewalk project put out to bids, and Jacobson seconded. Discussion: due to the increased amount of sidewalks the City is now doing, Thomas would like to see if the City can get a lower rate than the original \$14/SF estimate. Roll call: all in favor, motion carried.

George Buchholz and Sharon Chrest asked if they can get more black dirt for their driveways and yards. Klein informed them that the work Quam was doing the previous week was just filling in time and is not complete. They will be back to do restoration and seed work on properties at the close of the project.

Portfolios:

Jacobson- A pump went down at the one of the lagoons and needs to be fixed as soon as possible. Motion to approve a pump up to \$10,000 or, if more, with the combined approval of Commissioners Jacobson and Moran, Jacobson and seconded by Moran. Motion rescinded.

Motion to approve the purchase of a new pump with the approval of Commissioner Moran after Klein is able to look into pump upgrade options and makes a recommendation, Moran and seconded by Jacobson. Discussion: none. Roll call: all in favor, motion carried.

Baumann-The Washburn Fire Department is looking for a new truck to replace an older one that is having significant issues. A new truck is around \$200,000 to \$250,000.

Moran-Nothing to report

Thomas-Is in the process of re-doing the Pet Ordinance and handed a sample copy for Commissioners to review; it will be discussed at the meeting in September. He attended Human Resource meeting and said it was very informative. He requested the information from the online poll regarding street projects be reported at the September meeting. He has talked to 7-8 people about a 2016 Street Project and no one had objections. He directed Auditor Zimmerman to apply to the Sales and Use Fund and schedule a meeting after August 19th for the \$100,000 requested for Seal Coat from the July meeting.

Commissioner Thomas motioned to pay Quam Construction Pay Request #6 in the amount of \$420,738.52, for services rendered and recommended by Klein to pay, seconded by Moran. Discussion: none. Roll call: all in favor, motion carried.

Zimmerman asked for clarification on bills that are approved at the commission meetings, asking if an approval of the bill gives approval to pay the bill. Commissioner Thomas stated that he wants all paid bills to go through the City and an approval to have the work done does not mean the bill is approved to be paid.

The 2014 Audit will be done in September for approximately \$7,000.00 plus any additional costs for extra time.

Commissioners reviewed the 2016 Preliminary Budget and noted some areas to be adjusted. The official preliminary budget will be reviewed at the next meeting.

Commissioner Moran motioned to pay the bills and Jacobson seconded. Discussion: none. Roll call: all in favor, motion carried.

Bills:

000225E	INTERNAL REVENUE SERVICE	\$2,976.54
000237E	BLUE CROSS BLUE SHIELD	\$7,868.57
000238E	REVTRAK	\$112.12
000239E	GLOBAL PAYMENTS	\$87.88
000240E	ND TAX PYMT	\$701.59
000241E	UNUM	\$207.97
27224	US POSTAL OFFICE	\$170.51
27225	VERIZON WIRLESS	\$85.70
27226	Hendrikson, Sharon	\$928.43
27227	Ogden, Mark	\$437.02
27228	Rothmann, Bryan	\$1,795.79
27229	Schell, Zachary D	\$544.63
27230	Schock, Keisha	\$841.26
27231	Thomas, Adam L.	\$1,478.53
27232	Vetter, Nadina	\$166.05
27233	Zimmerman, Joan	\$1,545.88
27234	Zimmerman, Kim	\$1,440.29
27236	ZIMMERMAN, JOAN	\$202.40
27237	AE2S	\$50,137.87

27238	AMERIPRIDE	\$351.81
27239	BHG LEADER NEWS, INC	\$994.66
27240	BROWN & SAENGER	\$141.79
27241	BUSINESS FORMS AND ACCOUNTIN	\$675.33
27242	CARDMEMBER SERVICES	\$44.22
27243	DOCS SHOP	\$59.40
	ENERBASE COOPERATIVE	
27244	RESOURCES	\$1,919.81
27245	FASTENAL	\$362.70
27246	FERGUSON WATERWORKS	\$52.10
	FISHBECK TECHNOLOGY	
27247	CONSULTING	\$24.00
27248	HAUGENS DRAIN SERVICE	\$265.00
27249	HAWKINS	\$9,324.07
27250	HELPER GUY	\$324.00
27251	JAVA ROSE	\$50.00
27252	J-S SANITATION	\$100.00
27253	KRAUSES SUPERVALU	\$39.83
27254	LINDELL LAW OFFICE	\$75.00
27255	MCLEAN ELECTRIC	\$66.50
27256	MVTL LAB	\$71.00
27257	NAPA AUTO PARTS	\$10.18
27258	ND DEPT OF HEALTH	\$45.00
	ND DEPT OF HEALTH LAB	
27259	SERVICES	\$32.00
27260	ND DEPT OF INSURANCE	\$3,457.11
27261	ND LEAGUE OF CITIES	\$1,240.00
27262	ONE CALL CONCEPTS	\$49.50
27263	RDO EQUIPMENT	\$453.24
27264	SALHUS SEPTIC PUMPING	\$300.00
27265	SANITATION PRODUCTS	\$938.27
27266	SCOTTS HARDWARE	\$188.63
	SOUTHWEST BUSINESS MACHINES	
27267	IN	\$46.00
27268	THOMAS, ADAM	\$65.40
27269	UNLIMITED EXCAVATING	\$1,917.50
27270	US POSTAL OFFICE	\$225.00
27271	WAGON WHEEL LUMBER	\$121.92
27272	WASHBURN AUTOBODY	\$22.24
27273	WASTE MANAGEMENT	\$8,601.91
27274	WEBER ELECTRIC INC.	\$949.29
27275	WEST RIVER TELEPHONE	\$712.88
27276	ZIMMERMAN, JOAN	\$1,017.50
27277	Hendrikson, Sharon	\$1,001.51
27278	Ogden, Mark	\$482.45
27279	Patterson, Elizabeth A.	\$71.52

27280	Rothmann, Bryan	\$1,801.11
27281	Schell, Zachary D	\$603.24
27282	Schock, Keisha	\$288.34
27283	Thomas, Adam L.	\$1,429.87
27284	Vetter, Nadina	\$209.79
27285	Zimmerman, Joan	\$1,655.31
27286	Zimmerman, Kim	\$1,452.86
27287	DRAIN MAN	\$4,730.00
27288	GREENE, DAVID	\$427.50
27289	WASHBURN PARK BOARD	\$1,500.99